

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: SHORT-TERM AND LONG-TERM
SERVICE AWARDS**

<i>PROCEDURE CODE:</i>	<i>522 AP 003</i>
Policy Reference: 522 – Staff Recognition and Celebration	

PROCEDURE

1. All employees will be eligible.
2. 5/10/15/20-year permanent employees will be recognized at a staff meeting. A Board member will present the employee with a certificate and a treat or token of appreciation. Eligibility will be recognized based on an employee's start date.
3. Long service employees will be recognized at the Division's Annual Appreciation Dinner. Eligibility will be determined by actual years of service, taking into consideration leaves and absences from the job.
 - 3.1. After 25 years of service: \$250.00
 - 3.2. After 30 years of service: \$350.00
 - 3.3. After 35 years of service: \$400.00
 - 3.4. After 40 years of service: \$500.00

Approved: March 15, 2005

Revised: May 12, 2025